

RENEWAL OF PRIVATE INVESTIGATOR AGENCY APPLICATION ACCEPTANCE CHECKLIST

Please use this list to ensure you have enclosed the proper documentation.

No.	Documents to Be Enclosed	Applicant Check Off	FOR DPS USE ONLY
1.	APPLICATION - every section must be completed on the application. The application must be signed.		<i>Initials:</i> <i>Date:</i>
2.	AGENCY STRUCTURE PAPERS – include only if there has been any changes to the agency structure or corporate officers. <i>(if applicable)</i>		<i>Initials:</i> <i>Date:</i>
3.	RENEWAL FEE OF \$250.00		<i>Initials:</i> <i>Date:</i>
4.	CLASSIFIABLE FINGERPRINTS & FEE OF \$24.00 <i>(for each person)</i>		<i>Initials:</i> <i>Date:</i>
5.	ONE COLOR PHOTOGRAPH <i>(approximately passport size)</i>		<i>Initials:</i> <i>Date:</i>
6.	COPY OF TWO YEAR CONTINUATION CERTIFICATE OF THE SURETY BOND		<i>Initials:</i> <i>Date:</i>

Note to applicant: If items # 1, #3, and #4 are missing or incomplete, your application packet will be returned without processing.